

## NOTICE TO PROPOSERS/BIDDERS

The City of Houston Fair Campaign Ordinance makes it unlawful for a contractor to offer any contribution to a candidate for City elective office (including elected officers and officers-elect) during a certain period of time prior to and following the award of the contract by the City Council. In addition, Chapter 253 of the Texas Election Code contains significant prohibitions on political contributions, which are administered by the Texas Ethics Commission.

As defined in Sec. 18-2, Code of Ordinances, Houston, Texas, "Contractor" means any person who has submitted a bid or proposal in any form for the award of a contract and who has been proposed to be awarded the contract in an item placed upon the city council agenda and any other person who seeks the award of the contract and is contesting, appealing or protesting the award of the contract as proposed. The term shall include the proprietor for a proprietorship, each partner having an equity interest of ten percent or more for a partnership and each corporate officer, each corporate director or each holder of ten percent or more of the outstanding shares of stock for a corporation. "Person" means an individual, corporation, partnership, labor organization, or an unincorporated association, firm, committee, political committee, club or other organization or group of persons whether associated with a political party or element thereof, or not. A statement disclosing the names and business addresses of each of those persons will be required to be submitted with each bid or proposal for a City contract. See Chapter 18 of the Code of Ordinances, Houston, Texas, for further information.

Form A  
CONTRACTOR SUBMISSION LIST  
CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE

The City of Houston Fair Campaign Ordinance makes it unlawful for a Contractor to offer any contribution to a candidate for City elective office (including elected officers-elect) during a certain period of time prior to and following the award of the Contract by the City Council. The term "Contractor" includes proprietors of proprietorships, partners or joint venturers having an equity interest of 10 percent or more for the partnership or joint venture, and officers, directors and holders of 10 percent or more of the outstanding shares of corporations. A statement disclosing the names and business addresses of each of those persons will be required to be submitted with each bid or proposal for a City Contract. See Chapter 18 of the Code of Ordinances, Houston, Texas, for further information.

This list is submitted under the provisions of Section 18-36(b) of the Code of Ordinances, Houston, Texas, in connection with the attached proposal, submission or bid of:

Firm or Company Name: \_\_\_\_\_

Firm or Company Address: \_\_\_\_\_

The firm/company is organized as a (Check one as applicable) and attach additional pages if needed to supply the required names and addresses:

☐ **SOLE PROPRIETORSHIP**

Name _____	_____
Proprietor	Address

☐ **A PARTNERSHIP**

List each partner having equity interest of 10% or more of partnership (if none state "none")

Name _____	_____
Partner	Address

Name _____	_____
Partner	Address

☐ **A CORPORATION**

**LIST ALL DIRECTORS OF THE CORPORATION (IF NONE STATE "NONE")**

Name _____	_____
Director	Address

Name _____	_____
Director	Address

Name _____	_____
Director	Address

[CORPORATION CONTINUED]

**LIST ALL OFFICERS OF THE CORPORATION (IF NONE STATE "NONE")**

Name _____	_____
Officer	Address
Name _____	_____
Officer	Address
Name _____	_____
Officer	Address

**LIST ALL INDIVIDUALS OWNING 10% OR MORE OF OUTSTANDING  
SHARES OF STOCK OF THE CORPORATION (IF NONE STATE "NONE")**

Name _____	_____
	Address
Name _____	_____
	Address
Name _____	_____
	Address

I certify that I am duly authorized to submit this list on behalf of the firm, that I am associated with the firm in the capacity noted below and that I have personal knowledge of the accuracy of the information provided herein.

_____
Preparer
_____
Printed Name
_____
Title

Note: This list constitutes a **government record** as defined by § 37.01 of the Texas Penal Code.

**FORM B**  
**COMPILATION OF CONTRACTOR SUBMISSION LISTS**  
**CITY OF HOUSTON**  
**FAIR CAMPAIGN ORDINANCE**

Department/Division \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone No. \_\_\_\_\_

Contract For \_\_\_\_\_

Date Submitted to City Secretary \_\_\_\_\_

--This Section is for City Secretary's Use Only--

Date Received \_\_\_\_\_

Date on Agenda \_\_\_\_\_

Agenda Item Number \_\_\_\_\_

Date Contract Awarded \_\_\_\_\_

## ITEMS POSTED ON AGENDA

(To be used only when City Secretary has not received Form B and related attachments)

[illegible]